

Amended April 3, 2017

Brian School Council Constitution

Section I. GENERAL OVERVIEW

A. Name of organization The name of the organization shall be the Brian School Council, hereafter referred to as the 'BSC'.

B. Mandate Under existing Ministry legislation, Regulations 612/613, each school is required to establish and maintain a school council of parents, staff and the principal. Its legislated mandate is advisory to the school and to the Board. The purpose of the Council is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents. (Reg 612/2.1)

- A School Council's primary means of achieving its purpose is by making recommendations in accordance with the Ontario Regulation 612/00 to the principal of the school and the board that established the Council. These recommendations will be based on the general view of the school community and be in the best interests of all the students.
- The Council and its activities shall be conducted in a democratic manner, be accessible to its member groups and will endeavour to reflect the diversity of the Community.
- The Council is subject to laws governing the provision of education in Ontario.

C. Objectives and Responsibilities of BSC

- Consult with parents/guardians of students enrolled in the school about matters under consideration by the Council (Reg 612/23).
- Advise on school community communication goals and strategies, criteria for Principal selection, school budget priorities, including local capital improvement plans, extracurricular programs and activities in the school, the response of the school or school board to achievement in EQAO and other assessment reviews, community use of school facilities, the preparation of the school profile and the local school year calendar.
- Develop and maintain a constitution that governs election procedures, filling vacancies, a conflict of interest and a conflict resolution process (Reg. 612/15.2).
- Review and advise on Board policies at the school level along with school policies and procedures (e.g. homework policy, emergency procedures, student code of behaviour etc.).
- Identify the BSC goals, priorities and procedures annually.

- Keep minutes of meetings for a period of up to 4 years and records of financial transactions available for a period of up to seven years, for examination without charge by any person and available at the school (Reg. 612/16).
- Produce an annual written report of the Council activities, including financial activities, to be submitted to the principal and the Board (Reg. 612/24).

Section II. MEMBERSHIP

Membership is open to all parents or guardians of students enrolled in the school during the time of their children's attendance at Brian Public School.

The BSC is made up of:

- General members (voting)
- The school principal and/or vice-principal (non-voting)
- The teacher representative(s) (non-voting)
- The non-teaching staff member (non-voting)
- Community representatives(s) will be appointed by Council (non-voting)

Section III. EXECUTIVE AND DUTIES

A. The Principal and Vice Principal shall::

- Act as a resource person to the BSC, and assist the council in obtaining information relevant to its functions, including information relating to relevant legislation and policies. (Reg 613 /20)
- Solicit the views of the BSC with respect to:
- School policies and guidelines that relate to student achievement or to the accountability of the education system to parents.
- A local code of conduct and a local student dress code.
- New education initiatives that relate to students or to the accountability of the education system to parents.
- School action plans for improvement based on EQAO results and communication of those plans to the public. (Reg. 613/13)
- Consider each recommendation made by the BSC and advise the BSC of the action taken in response to the recommendation. (Reg. 613/18)
- Distribute the school council's annual report to every parent/guardian and post it in an accessible location. (Reg. 613/24.31)
- Distribute materials intended for school councils from the Ministry of Education to school council members and post them in an accessible location. (Reg. 613/12.1)
- Give written notice of the elections to parents at least 14 days before the election and post such notice in an accessible location. (Reg. 612/6 & 7/
- Attend every meeting of the school council. (Reg. 613/3.16)

Recommended practices:

- Communicate with the chair of the BSC on a regular basis or as required
- Help involve teachers and non-teaching staff in events planned by the BSC
- Ensure that copies of the minutes of the Council meetings are kept at the school.
- Co-signs cheques for Council disbursements as required.
- Seek input from the BSC on annual school operational budget prior to approval.

B. Vice Principal Shall:

- Co-signs cheques for Council disbursements, in the absence of the Principal
- Acts in principal's absence as per Regulation #612 and #613.

C. The BSC Executive Shall:

- Consist of the Chair, Co-Chair, Past Chair, Treasurer, Secretary and the Standing Committee Chairs.
- If the Past Chair still has a child in the school, they may sit on the Executive with full voting rights however, if they no longer have children enrolled in the school, they may sit on Executive in an advisory capacity only.
- Meet at least two weeks in advance of each meeting as required
- Set the agenda for the BSC meetings
- Review/discuss updates from each of the committee chairs
- Issues requiring "Immediate Decisions" (prior to the next Council meeting where there is insufficient time to call a meeting) may be made by the Executive Committee via email vote, and must have a quorum of 2/3 of Executive members including at least one of the Chair or co-Chair. A majority of 2/3 Executive must respond to the email vote within 48 hours. Once an email vote has concluded, the results will be made to the Executive and all Committee Chairs. Funding approvals made with the "Immediate Decision" clause are limited to no more than \$100
- All immediate decisions must be reported back to Council at the following meeting with full disclosure and explanation justifying the need.

1.0. Executive roles:

1.1 The Chair Shall:

- Guide the Executive in their council activities, and ensure the activities are consistent with the Brian School Council objectives.
- Arrange all Council meeting dates
- Set the agenda in consultation with BSC Executive and principal
- Distribute agenda one week in advance and posts the agenda on the Council and school website one week prior to the meeting date

- Chair BSC meetings
- Ensure minutes are recorded and maintained for 4 years
- Maintain communication with all committees,
- Sign documents on behalf of BSC, as approved by Council
- Liaise with principal and executive committee monthly
- Lead the update of the Principal's Profile.
- Produce an annual report in consultation with the Treasurer
- Consult with Superintendent of Schools, the Trustee, the District School Board, and the parent assembly as required.
- Review and approves monthly banks statements and reconciliations
- Sit as Past Chair the following academic year

1.2 The Co-Chair shall:

- Assists the Chair when necessary
- Fills in when Chair is not available
- Records and posts minutes in the absence of the secretary

1.3 The Treasurer shall:

- Manage BSC bank accounts in a complete and accurate manner as per the requirements in the Procedures for School Council Funds.
- Chairs the Budget Committee that shall prepare a budget and present it at the first Council meeting after elections
- Review committee budgets
- Report the status of the funds on a monthly basis to School Council members
- Monitor the status of the funds on a monthly basis by reviewing and signing the Bank Reconciliation Summary Report and Cash Flow Report (samples of these found on TDSB Procedures for Council funds Appendix 3).
- Produce an end-of-year financial report to be audited by the Toronto District School Board Finance Department (as per the requirements in the Procedures for School Council Funds).
- Follow all other procedures as outlined in the Council document Procedures for School Funds
- Consider sitting for a minimum of two terms in order to maintain continuity.
- Shall maintain the Council Asset List identifying equipment purchased by Council including the item purchased, the amount, and the date the purchase was made.

1.4 The Secretary shall:

- Record minutes at BSC meetings, including action items
- Ensure attendance is recorded and included in the minutes
- Distribute draft of meeting minutes to Executive and the principal for review and corrections one week after the meeting
- Make corrections to meeting minutes as per feedback from Executive
- Send unapproved meeting minutes to the Communications Chair for posting within two weeks of the meeting.
- Send approved meeting minutes to Communications Chair within 48 hours of Council meeting in the event that there are any changes for posting on the website

1.5. The Standing Committee Chairs will:

- Preside at committee meetings
- Set a time date and agenda for subsequent committee meetings
- Ensure action items of committee meetings are provided to the secretary of the Council.
- Present their Committee's strategic plan to Council for approval at the October meeting for the current school year, including proposed budget.
- Report monthly progress of the committee through a written report presented 10 days prior to the next Council meeting
- Set the date of proposed events in consultation with the chair and principal
- Recruit and provide orientation to members of the committee

Section IV.

COMMITTEES / REPRESENTATIVES / MEMBERS AND RESPONSIBILITIES

A. Standing Committees:

- The Council may establish Standing Committees to assist in achieving the objectives of the Council
- Each Standing Committee will, with consent and support of the full Council
 - Establish their own specific long range purposes
 - Determine how often the standing committee will meet
 - Establish parameters for budgeting and present a budget to the Council at the October meeting
 - Establish parameters for events the standing committee will provide
 - Bring items/recommendations forward to Council for finalization by vote
 - Produce a year-end report

B. Ad Hoc Committees

- Through approval, the Council may create various Ad-hoc Committees as required to assist in achieving the objectives of the Council
- Ad hoc committees will be established with specific purposes and timelines for completing the objective
- Each Ad Hoc Committee shall have a representative attend all Council meetings
- Bring items/recommendations forward to Council for finalization by vote
- Shall deliver a project end report to be reviewed and approved by Council

C. Committee Membership:

- Committee membership is open to all interested Council members
- Committee meetings must be open to all members of the Council and interested parents
- Post dates and locations of meetings on website, *Buzz* and monthly newsletter. Initial meeting shall be held in a public location to enable and encourage attendance by all who wish to attend

D. Committee Chairs

- Ad hoc Committee Chairs will be voted in by Council and assume responsibility of committee chair or co-chair
- Chair of each Standing Committee will be selected according to the election procedures outlined in this constitution
- Cannot hold more than one Chair position at the same time. However, if no candidate is nominated for any given position, the position may be acclaimed by any Executive or member of Council.

E. Standing Committees and Representatives include, but are not limited to:

1.0 Academic Enrichment / Workshops Committee

- Oversees the operation of parent volunteer initiatives (e.g. Family workshops) and explore new possibilities.

1.1 Budget Committee

- Reviews in detail the status of School Council initiatives and expenditures and to review new spending requests and initiative proposals for recommendation to the School Council.

1.2 Canadian Parents For French Committee

- Acts as a liaison with Canadian Parents for French (CPF), a national network of volunteers which values French as an integral part of Canada, and which is dedicated to the promotion and creation of French-second-language learning opportunities for young Canadians

1.3 Communications Committee

- Keep the school community informed of all Council activities
- Provides updates on Council activities for publication in the School Bulletin, oversee work to facilitate communications between School, Parents and the community including Council web-site, parent surveys. e-blasts
- Will include a Mandarin rep, Classroom representatives, Volunteer rep, Spirit Rep, Website rep, Newsletter rep)
- Endeavour to have the Council agenda and other communiqués translated into simplified Chinese.

1.4 ECO-Schools Committee

- Works with the school, the school board and any other organization it deems valuable to coordinate the continuing improvement of the school grounds and environmental projects to support the ECO School standing of Brian.

1.5 Fundraising Committee (includes Pizza Lunches and Fun Fair)

- Oversee all fundraising activities approved by the Council and report on those activities at meetings

1.6 Safe-Schools Committee (includes Lice Screening rep)

- Oversees the operation of and communication about existing programs and work to address concerns raised by the School, the Students, the Council or the community. The Chair sits on the School's Committee.
- The Chair represents the Council on the School's Caring and Safe Schools Committee
- Each TDSB school has a Caring and Safe Schools Committee where parents, educators, community members, and, in secondary schools, students, work together to ensure a positive and peaceful school. All schools have a Safe Schools Plan that includes prevention strategies and peaceful problem solving. Schools work with community partners to attract students into positive activities. We support police outreach through Crime Stoppers and other police-community involvement. We encourage students to help each other through programs like peer mediation, counseling, theatre performances and classroom discussions.

1.7 Grad Committee

- All parents from the graduating year who wish to take part in the organizing and planning of the graduation class party which will be open to all children in the graduating class.

1.8 Social Committee

- Plan and host a minimum of 2 non-profit social / community events for the general school community.

F. Ad Hoc Committees and Representatives include, but are not limited to:

1.0 Election Committee

- Ensures that each constituent group (parents, teaching staff, non-teaching staff,) holds its own election for representation on the school council.
- The appearance of conflict of interest can be avoided by establishing an election committee composed of individual council members who will not be standing for election the following year.

1.1 September Committee

- At the final Council meeting of the school year, a September Committee will made up of current year's Chair, Co-Chair, Secretary, Treasurer, Fundraising Committee Chair and Communications Chair will organize the following September events: Welcome new JK parents and September Meet and Greet event.

Section V. ELECTION PROCEDURES

A. Establishment of Election Committee

- Elections shall occur within the first 30 days of the start of each school year. The Election Committee shall be created by the BSC in May to help plan the election process by:
 - Providing nomination forms and ensure that the school community is notified of election procedures and election date(s), location, and time, at least fourteen days in advance of the election; normally at the same time as the agenda for the September meeting is sent out;
 - Requesting that candidates present a brief profile orally to the electorate at the September meeting just prior to the vote;
 - Conducting the elections by secret ballot;
 - Counting the ballots in the presence of the school Principal or Vice principal
 - Helping the Principal notify all candidates of the results; preferably by the end of the meeting
 - Keeping all results and related information confidential.

B. Nomination Process

- Nominations shall be given to the Elections Committee at least 14 days in advance of the meeting
- Each parent/guardian seeking election must be nominated or self-nominated in writing, must have a child registered at the school, and must declare if he or she is employed by the school board. Parents may nominate themselves or other parents. No additional qualifiers or quotas may restrict eligibility either to vote for or to run as a parent candidate (e.g., child's program, grade, location of home). Candidates should be prepared to summarize their reasons for running for the BSC.
- Nomination forms should be filed with Election Committee 72 hours prior to the election.
- No individual campaign literature for BSC elections may be distributed or posted in the school.

- School resources, both human and material, may not be used to support particular candidates or groups of candidates.
- The Principal will solicit the teaching staff representative. Rotating staff representation from both English and French track is suggested.
- The Principal will solicit for the non-teaching staff representative to be selected. Any non-teaching staff of the school (full- or part-time) may be a candidate.
- All appointments of community representatives to the school Council are to be by majority vote at a meeting of the BSC.

C. Voting Process

- The election day proceedings shall be supervised by the Elections Committee and the Principal.
- The ballot position for each candidate shall be determined by alphabetical order.
- Elections for the BSC shall be conducted by secret ballot. Voters must be present at the school during the election at the September meeting in order to vote. No proxy votes are allowed.
- Each parent/guardian of a student enrolled in the school shall be entitled to one vote.
- Parents/guardians of a student enrolled at the school are eligible both to vote for and to run as parent candidates.
- If the number of candidates is less than or equal to the number of positions, the candidates shall be acclaimed.
- All eligible voters shall be entitled to cast one vote for each of the candidate positions available. Casting more than the maximum number of votes permitted in the category spoils the ballot.
- Ballots shall be counted by the Election Committee in the presence of the Principal or Vice-principal.

D. Voting Results

- If there is a tie for the final position for a representative on the BSC, the winner shall be determined by a draw/lottery.
- Only the names of the successful candidates shall be made public. A list of candidates and the vote results will be kept on file by the council for use in the event that a vacancy on the council occurs.
- All individuals standing for election shall be notified of the results before the results are released to the school community
- The principal shall ensure that the names of new members are publicized to the school community prior to the next Council meeting

E. Filling Vacancies/Resignations

- Any member of the Executive may resign his/her position and provide reasonable notice of that intent.
- If an Executive finds it necessary to resign his/her position prior to the completion of the term of office, h/she must submit a letter of resignation to the Chair or Vice Chair stating the effective date of their resignation
- The resignation is effective upon receipt of the letter and Council will find a replacement as soon as possible. Should an elected Council position become vacant before the next election, the Council shall fill the vacancy by appointment from the runner-up candidates from the previous election.
- If none of the previous candidates remain interested in becoming a Council member, the Council may request that interested parents/guardians from the school community submit their names for consideration. The Council shall hold a by-election.
- When a vacant spot on Council is filled, the new member's term shall expire at the time of the next election.

Section VI. MEETINGS

A. Regular Meetings

- The BSC shall meet within the first 30 days of the school year, and shall hold a minimum of 4 meetings approximately throughout the school year, including the annual meeting in June.
- The first meeting of the school year shall have the following objectives in addition to the regular meeting objectives:
 - Election of Executive Council (See section "September Election Procedures")
 - Determine and confirm date, times and locations of meetings for the remainder of the school year
- The dates, times and locations of meetings for will be posted on the school website, Council website, and newsletters.
- All regular BSC meetings shall be open to the public and held on the school site.
- The Chair/Co-chair shall send a request for agenda items to the Council Executive 2 weeks prior to the Council meeting.
- Committee reports and agenda items are to be forwarded to the Chair at least 10 days prior to the meeting, so that reports can be sent out with the agenda. Updates occurring in the 10 days prior to the meeting can be provided orally at the meeting, and noted in the meeting minutes. Alternatively, last minute items can be added in the "Other business" section at the end of the meeting.

- The meeting **agenda** will regularly include:
 - Welcome to new parents and guests
 - Declaration of Conflict of Interest
 - Review of the minutes of the previous meeting
 - Review and update of “Old Business” or “Action Items”
 - Principal’s Report
 - Chair’s Report
 - Highlights & Issues/Questions arising from Committee Reports
 - General question period
 - Other business (to include any last minute additions)
- In the event that any agenda item is deemed to require additional time not allotted in the agenda, a special meeting can be scheduled to deal with that particular issue. Decision to have a special meeting must be voted on by the BSC.
- **Minutes** should include the following: addendum?
 - List of attendance (Secretary is responsible for starting the attendance sheet at each meeting)
 - Summary of what went on at the meeting, including discussions areas, but not the discussions themselves
 - Decisions made including funding approvals
 - Future plans
 - Reports by principal, Chair, committees and other reports
 - List of action items, indicating person responsible for that item
- BSC will hire and pay for babysitting on site so as to encourage attendance at meetings.

B. Annual Meeting

- The Annual Meeting of the BSC shall be held in June.
- Notice of the Annual Meeting shall be given at least 30 days in advance of the Annual Meeting. Additional announcements will be made on the website, in the Brian Buzz and the outdoor sign.
- Agenda for the Annual Meeting and ballots for the election of Chair, Co-Chair, Secretary and Treasurer shall be sent home at least one week prior to the Annual Meeting. Copies of the agenda and ballot shall be posted on the school and school Council website.
- In addition to the regular meeting objectives, the Annual Meeting will also have the following objectives:
 - Present final reports and suggestions for the following year, and invite participation including recommendations for any constitutional amendments.
 - Decide on the amount of ‘reserve funds’ to remain in the Council account for use in the following school year (i.e., September expenses such as Meet & Greet, welcoming committee expenses, photocopying, etc...)
 - Set tentative dates, times and locations for its meetings the following year
- Minutes of the Annual Meeting will be taken by the Secretary and filed along with final reports from the Chair and other committees with the Executive Committee within one week and posted with the BSC binder and on the website by the end of the school year.

Section VII. QUORUM

- Quorum for a council meeting shall be a minimum of 60% (rounded down to the closest whole number) of council executive and 3 non-executive parent members.
- It is incumbent on the council executive to recruit non-exec parent members in order to meet quorum.

Section VIII. DECISION MAKING

- The BSC will strive to reach consensus on all decisions. If consensus cannot be reached, a vote will be taken. In matters of a sensitive nature, Council may opt to do the vote by secret ballot
- Each parent member of the BSC is entitled to one vote with the exception of the Chair who can vote only in order to break a tie.
- No voting by proxy is permitted.
- Issues requiring "Immediate Decisions" (prior to the next Council meeting) may be made by the Executive Committee. (See section 3.C. on Immediate Decisions to be made via email)
- All members abstaining from a vote must indicate so.

Section IX. Code of Ethics

A. Code of Ethics

A Member shall:

- Represent the best interests of all students.
- Be guided by the school's and the school board's mission statements.
- Act within the limits of the roles and responsibilities of a school Council, as identified by the school's operating guidelines, the school board, and the Ontario Ministry of Education.
- Focus on the role of the School Council and not use membership for personal advantage nor selected advantage of other persons.
- Respect any decisions that the School Council makes whether or not that Council member is or isn't in attendance at meetings where decisions are made
- Be familiar with the school's policies and operating practices and act in accordance with them.
- Maintain the highest standards of integrity.
- Recognize and respect the personal integrity of each member of the school
- community.
- Treat all other members with respect and allow for diverse opinions to be shared without interruption.
- Encourage a positive environment in which individual contributions are encouraged and valued.
- Acknowledge democratic principles and accept the consensus of the Council.
- Respect the confidential nature of some school business and respect limitations this may place on the operation of the Council
- Not disclose confidential information.
- Discussions at School Council meetings are limited to matters of concern to the school community as a whole. Discussions involving individual children should be shared with

the Principal, not at Council meetings.

- Use established communication channels when questions or concerns arise.
- Promote high standards of ethical practice within the school community.
- Declare any conflict of interest at the beginning of a Council meeting
- Not accept any payment or benefit financially through school Council involvement.

B. Conflict of Interest Policy

- A conflict of interest may be actual, perceived, or potential.
- Members of the Council shall declare a conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of the Council.
- A member shall exclude him- or herself from discussions in which:
 - o a conflict of interest is likely to result;
 - o the member's ability to carry out his or her duties and responsibilities as a member of the school Council may be jeopardized;
 - o the Council member, his or her relatives, or a business entity in which the member may have an interest, may gain or benefit either directly or indirectly as a result of actions that may be taken by the principal or board in response to advice that the Council provides to the principal or to the board.
- A member shall not accept or give favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.
- If donations are received from members, no favours shall be granted.

C. Conflict Resolution

If a Council member fails to observe the ethical or conflict of interest guidelines by which the BSC has agreed to operate, the following steps will be taken: •

- Council members are elected to serve the school community and will demonstrate respect for their colleagues on Council at all times.
- If a Council member or members become disruptive during a meeting, the chair shall ask for order.
- If all efforts to restore order fail or the unbecoming behaviour continues, the chair may direct the individual Council member(s) to leave the meeting, citing the reasons for the request.
- The removal of a member for one meeting does not prevent the Council member from participating in future meetings of Council.
- The incident shall be recorded and submitted to the Superintendent of Schools within one week of the meeting.
- When the Chair has requested the removal of a member or members from a meeting, the Chair shall request that the disputing members of Council participate in a special meeting, the purpose of which will be to arrive at a mutually acceptable solution to the dispute as agreed by all parties. Such a meeting may be a private meeting, and shall not be construed as a meeting of the Council.

The Chair may request the intervention of an independent third party to assist in achieving a resolution to the dispute. The independent third party may be a board official or another individual mutually agreed on by the parties involved in the dispute.

- Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

Section X. Protection of BSC Members

- Each year, the Principal will confirm that liability insurance for the protection of Council Members and Committee members is in effect and will provide information about the insurance coverage at the first Council meeting in September.
- The Board holds liability insurance undertaken on behalf of all Councils.
- The BSC may purchase additional insurance for the protection of Members, Committee members and others acting for or at the direction of Council or carrying out activities in support of Council or Committee programs, to the extent that such activities are not covered under the Board's insurance policy.

Section XI. Finances

A. General

- Fund-raising activities shall be carried out in accordance with Board policies and the procedures outlined in Appendix 1. and the approval of the Principal.
- A proposed budget for each school year will be drawn up by the Treasurer, in consultation with the Budget Committee, to reflect the school priorities and the financial needs of the school to be approved by the BSC.
- Major revisions to the budget may be considered at a mid-year Council meeting dedicated to that task. Factors affecting a major revision would be deviations from targeted fundraising and/or planned expenditures.
- Fiscal year end of the BSC will be August 31st.

B. Disbursements

- All invoices will be paid by BSC cheque.
- When necessary, monetary advances may be made by cheque to pay pre-approved committee related expenses i.e. deposits and cash floats. The Committee member carrying on the transaction will provide an expense report with receipts to the Treasurer.

C. Signing Authority

- All cheques must require at least two signatures, one of whom must be the Treasurer, with a recommendation that the Principal and Vice-Principal have co-signing authority.
- The Chair does not have signing authority due to role as independent reviewer of bank reconciliation and financial statements

D. Discretionary Fund

- The Treasurer may provide funding in excess of budgeted/approved expenses of no more than \$100.00 with the approval of the Chair and two other Executive members, to a maximum of \$400.00 per annum This will later be reported to Council and recorded as an 'unapproved' expense on the monthly cash flow.

E. NSF Cheques

- Bank charges for an NSF cheque will be the responsibility of the issuer.

F. Books and Records

- The Treasurer will ensure that all books and records of financial transactions are current and accurately maintained.

G. Reserve Funds

- At the completion of the school year, the Executive Committee will vote on leaving a small reserve balance in the bank. This will cover any outstanding cheques, bank fees and emergency deposits needed for the following school year start up events. The target amount should be approximately \$3000.00.

Section XII - Amendments to the Constitution

A. Notice of Motion

- At the year end meeting, the outgoing council will put forward any recommended changes to the constitution in the year end report. The proposed changes will be submitted to next school year's first council meeting and will be voted on at the second council meeting.
- No amendment may be made that is contrary to the requirements of Regulation 612/00, or any applicable law or regulation.
- When new policies or regulations of the Ministry of the Board are published, the Council shall amend the Constitution as necessary to comply with the changes, within six months from the date of their publication.

B. Conditions for Amendment Approval

- The changes must be presented in the form of a motion and be approved by a vote of 80% of the Members in attendance at that meeting, provided conditions for quorum are met.

Amended April 3, 2017

Appendix 1:

PROCEDURES FOR SCHOOL COUNCIL FUNDS

The Treasurer shall:

- Ensure that School Council Funds are kept separate from personal funds.
 - Ensure that proper accounting records are maintained for all revenues and expenses.
 - Monitor the status of the funds on a monthly basis by reviewing and signing the Bank Reconciliation Summary Report and Cash Flow Report (samples of these found on TDSB Procedures for Council funds Appendix 3).
 - Report the status of the funds on a monthly basis to School Council members
 - Ensure that Asset Management records are kept that accurately records all purchases, of goods made with Council funds and reviewed annually at the beginning of the School year. The record shall include the item purchased, the amount, and the date the purchase was made.
 - Ensure that any investments of surplus funds not immediately required are:
 - Under the name of the School Council referencing the School and TDSB
 - Controlled through the School Council Treasurer
 - Invested for no longer than one school year term
 - Invested in non-risk (unlocked and cashable) investments (Canada Savings Bond, term deposit, G.I.C.).

Bank Account:

- All School Council Funds should be maintained through one central bank account under the school Council's name.
- The bank account must provide monthly statements.
- School Council members must not use personal accounts for processing and recording School Council Funds.
- No loans shall be made to Council members.
- Bank reconciliations must be completed by the treasurer and independently reviewed (signed) by the Chair on a monthly basis.

Signing Officers:

- School Council/Bank agreements must indicate that a minimum of two signing authorities is required for a cheque. (Identifying one other signing officer allows flexibility in the event of absences.)
- All cheques must require at least two signatures, one of whom must be the School Council Treasurer, with a recommendation that the Principal and Vice Principals have co-signing authority. For Internal Control, the Chair may not have signing authority because of independent review of bank reconciliation and financial statements.
- Signature stamps must not be used.
- In many cases, School Council officers change annually. Changes involving signing authorities must be communicated to the financial institution in writing prior to school Council member leaving the position.

Cheques:

- All cheques must be pre-numbered and used sequentially (only one book at a time).
- Blank cheques must not be pre-signed.
- No cheque shall be signed unless the payee, date and specific amount has already been entered and supporting documentation exists.
- Blank cheques shall be controlled by treasurer and stored in a secure location.
- Voided cheques (marked "void" and with signature area removed) must be retained as part of the financial records.
- When new cheques are ordered, security protected cheques should be requested.

Deposits:

The person who collects the funds:

- Counts the money in the presence of another person and completes a Deposit Voucher on School Property.
- Attaches the Deposit Voucher to the sealed envelope containing the funds. Both parties should sign the sealed envelope.
- Records the deposit details in the Deposit Log and submits the envelope to the person responsible for depositing funds.

The person responsible for making deposits (if time does not allow same day of collection):

- Counts the money submitted and verifies details in the Deposit Log. If a discrepancy exists in the amount, the person submitting the deposit is notified and initials the change on the Deposit Voucher.
- Deposits cash on a timely basis.
- Stores funds in a secure location (locked safe) at the school until funds are deposited.
- Prepares the bank deposit slip and attaches the Deposit Voucher(s) to the copy of the bank deposit slip.
- Funds should not leave the school premises for counting.

Payments:

- **All payments must be made by cheque – not by using cash collected.**

The person requesting payment:

- Completes a Payment Voucher.
- Attaches original receipts supporting the expense to the Payment Voucher.

The person issuing cheque:

- Notes the cheque number on the Payment Voucher.
- Ensures account balance is sufficient to cover the cheque amount.
- Cheques must be prepared by one person to ensure that all payments are recorded

- and to decrease the possibility of duplicate and unsupported payments.
- No advances are to be made.
- In the event of a lost cheque, a replacement cheque can be issued:
 - Verify that the lost cheque has not been cashed
 - Advise the bank to stop payment
 - Re-issue payment referencing the original cheque issued.

The persons co-signing the cheque:

- Review the supporting documentation attached to the cheque.
- Verify that the expense is appropriate.

Adjustments:

- From time to time, it is necessary to correct or adjust transactions in the accounting register. Corrections or adjustments must be made by creating a new transaction – never by deleting or changing the original entry. All correcting entries should be supported by backup documentation with proper notation.

Bank Reconciliation:

- A bank reconciliation must be completed on a monthly basis for each account.
- Lists of all outstanding cheques and deposits which must be verified from the current bank statement.
- All items appearing on the current bank statement must be checked off on the reconciliation report.
- If items appearing in the bank statement are not listed on the reconciliation report, they are missing in the register and must be entered in order to balance.
- The reconciliation must account for all variances between the bank and the register without the need for a Balance Adjustment.

- Before completing the reconciliation, review the uncleared items for:
 - Voided cheques.
 - Adjustments or reversals.
 - Stale-dated cheques (create an adjusting entry if necessary)
 - Uncleared deposit (investigate any outstanding deposit).

- Any adjusting entries made in order to reconcile the bank statement should be dated the last day of the month being reconciled (rather than current date).

- ▪ Once the bank reconciliation is completed:
 - New register transactions must not be back-dated to that period
 - Prior transactions must not be deleted
 - The Category and Payee fields in prior transactions may be adjusted
 - The Date and Amount fields in prior transactions must not be changed.

- When generating the Reconciliation Summary Report
 - Use the month and year being reconciled as the report title
 - Print it as of the last day of the month being reconciled (not current date)
 - Attach the bank statement to report
 - Attach a copy of the register for the month being reconciled
 - Provide to Principal for review and signature
 - File as part of school accounting documents.

Records Maintenance - Ongoing:

- Using binders or folders, organize and file current documents as follows:

Document	Organization
Payment Vouchers & attached original supporting documents	File together sequentially by cheque number
Void cheques (marked "void" with signature area torn)	File sequentially by cheque number as part of cheque stubs/copies or Payment Vouchers
Deposit Vouchers	Attached to pertinent Bank Deposit Slip
Bank Deposit Slips	File chronologically by deposit date
Deposit Logs	File chronologically by deposit date - ongoing
Bank Reconciliation Report (signed) with attached bank statement, cancelled cheques and register report	File chronologically by month
Financial Reports (Cash Flow, Itemized Categories, etc.)	File chronologically by month (monthly reports will be cumulative)

Records Retention:

- All accounting records and supporting documents as listed above are to be kept by the school Council for seven (7) years as per Canada Revenue Agency requirements. These records and documents are to be packaged together according to school year and stored in a secure but readily accessible location at the school site. The Board's internal or external auditors may review the records.

Required Reporting:

- Reconciliation Summary Report is generated when the account is reconciled.
- A copy of the register should be printed and attached to Reconciliation Report. (These reports are reviewed and approved by Chair).
- Cash Flow Reports provide a current cumulative balance for the bank account as well as the cumulative income and expense for each club and/or activity.

Annually – Required by TDSB Finance Department (required by September 15):

- List of bank account(s) and investments held by school Council
- Cash Flow Report for the current reporting period (August 1 to July 31)
- Copy of previous year's July bank statement and bank reconciliation report (this will provide the opening balance for the current year's report)
- Copy of current year's July bank statement and bank reconciliation report
- August 1 (previous calendar year) opening balance in register
- July 31 (current calendar year) closing balance in register

Reserve Funds:

- At the completion of the school year, the treasurer and executive Council may/will vote on leaving a small reserve balance in the bank. This will cover any outstanding cheques, bank fees and emergency deposits needed for the following school year start up events.

Discretionary Funds:

- The treasurer may provide funding in excess of budgeted/approved expenses no more than \$100.00 without Council approval. This will later be reported to Council and recorded as an 'unapproved' expense on the monthly cash flow.

**ADMINISTRATION OF SCHOOL COUNCIL FUNDS
ROLES AND RESPONSIBILITIES**

SCHOOL COUNCIL REPRESENTATIVE(S): (treasurer where applicable)

Receipts:

- Collect and count money (in the presence of another person)
- Secure money in sealed envelope and attach a completed Deposit Voucher
- Deliver funds to secretary before leaving premises
- Record deposit in Deposit Log and have entry initialed by secretary

Disbursements:

- Request cheque by completing Payment Voucher and attach original receipt or invoice
- Ensure funds collected are spent according to the intent of the funds raised
- Ensure payments do not exceed money collected by group, club or class, have approval of fundraising chair and treasurer.
- Receive and review monthly financial statements to ensure transactions are correct

FUND ADMINISTRATOR: (treasurer where applicable)

Banking:

- Count and verify funds received in deposit envelopes (investigate if amount is different)
- Secure deposit envelopes in a safe place (locked safe) at the school until bank deposit is made
- Prepare bank deposit slip and attach pertinent Deposit Voucher(s) to school Council copy (if not already completed).
- Note date of deposit and verify amount in Deposit Log
- Deposit funds on regular basis and prior to any school breaks.

Disbursements:

- Review supporting documents attached to signed Payment Voucher
- Issue cheque, indicate cheque number on Payment Voucher, and initial
- Attach Payment Voucher and support documents to cheque ready for signature

Record keeping:

- Record all payment, deposit, and adjusting entries in Quicken register on timely basis
- Enter transactions using original source documents (e.g. payment voucher, deposit slip)
- Complete monthly bank reconciliation; attach bank statement and register report
- Review reconciliation report and investigate or follow-up any uncleared deposits
- Maintain appropriate support and financial documentation (current files + 7 years)
- Print "Cash Flow" report monthly, review for accuracy and provide to School Council Chair prior to Executive and Council Meetings.
- Report any problems to Executive Council Members.

ROLES AND RESPONSIBILITIES (Continued)

CHAIR:

Policy & Procedure:

- Ensure that all stakeholders are aware of and follow policies and procedures
- Ensure that processes are in place to adequately control the funds within the school
- Communicate responsibilities to Fund Administrator re financial controls
- Maintain list of fundraising events noting responsible members.
- Ensure that members are not paying expenses with cash collected.
- Ensure that members are not collecting and managing funds in their own bank account
- Ensure security over cash and records (current + 7 years)
- Notify the following individuals immediately if the funds are lost or stolen:
 - Principal, Vice Principal, Executive Council Members

Reports:

- Review, initial and date monthly bank reconciliation reports and bank statement
- Ensure uncleared cheques and uncleared deposits in bank reconciliation are followed up with and reviewed
- Review and sign annual financial reports
- Distribute annual financial statements to the Board, Principal, Executive Council

PRINCIPAL:

- Reinforce to School Council members the need to comply with policies and procedures
- Follow up on Internal Audit reports
- Provide support to the School Council
- Receive School Council annual financial reports
- Oversee School Council Funds Procedures
- Ensure that members have suitable technology for administering School Council Funds
- Liaise with treasurer on all investments and keep copy of certificates on file